



Alaska Alternate Assessment Mentor Pre-test Webinar Agenda with Notes

Date: Wednesday, January 22, 2014

Time: 3:30 PM Alaska, 4:30 PM Oregon

Webinar Link: https://www4.gotomeeting.com/register/904589407
Facilitators: Aran Felix, EED; Kim Sherman, DRA; Dan Farley, DRA

CALL-IN INFORMATION

There are up to 100 participants allowed on this webinar site (GoToWebinar). We are encouraging all participants to use their computer/laptop for <u>both audio</u> and <u>screensharing components</u>. Groups of participants are encouraged to log on with one computer and project the webinar on a large screen.

The GoToWebinar system has built in "phone" function, however, calling in via telephone also will be possible <u>if necessary</u>. You may chat through the webinar system, email, or call with questions during the webinar.

The webinar will be offered once; there will be no make-up webinars. The agenda and notes will be emailed to all Mentors and posted under the Materials Tab of the ak.k12test.com site.

The webinar and phone lines will open at 3:15PM AKST for Mentors to log in ahead of time. Part of the registration process in GoToWebinar involves downloading new software. Please complete this download in advance and help us to begin the webinar on time, with all systems functioning. A GoToWebinar *Quick Reference Guide* is included with this correspondence and can help to answer most of your technical questions.

NOTE: Register for the webinar early. If you encounter difficulty, please ask your IT team for support. You may want to show the GoToWebinar *Quick Reference Guide* to your district's IT team between now and the 22^{nd} , to be sure there are no firewalls or other restrictions on your system that may inhibit your involvement.

Instructions for participating:

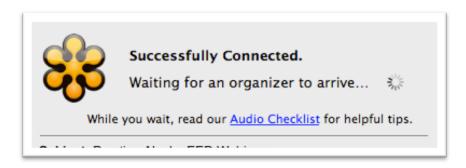
Click on the following link: https://www4.gotomeeting.com/register/904589407

If prompted, select **Yes**, **Grant**, or **Trust** to accept the GoToWebinar download.

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If possible, join the webinar between 3:15 and 3:30. While you are waiting to join, choose



Audio Checklist to be sure you are hooked up to hear and be heard.

Join the audio portion of this webinar. Audio information is provided in the GoToWebinar Control Panel. Again, we encourage you to select the "Use Mic & Speakers" audio function. If you do not have this capability (more than likely because you have a desktop computer with no speakers and/or microphone), you can select the "Use Telephone" option.

If you select the "Use Telephone" option, you will be provided with a Toll Free number, an Access Code, and a PIN to use to access the audio content through your telephone.

BACK UP PLAN: If neither your mic and speakers or the GoToWebinar phone system works for you, join the webinar and you can ask questions through the chat function. Back up emergency number:

1-800-315-6338, code: 8431 3:20-4:40 on January 22

SYSTEM REQUIREMENTS FOR GoToWebinar

Windows	
Operating system	Windows 8
	Windows 7
	Windows Vista
	Windows XP
	Windows 2003 Server
Processor	2.4GHz or more
RAM	2GB or more
Internet	DSL or better
Bandwidth	700Kbps or more for simultaneous screen sharing, video and
Browser	audio conferencing
	Internet Explorer® 7.0 or newer
	Mozilla® Firefox® 4.0 or newer
	Google Chrome™ 5.0 or newer
Additional software	JavaScript™
	· ·
Mac	
Operating system	Mac OS® X 10.6 (Snow Leopard®)
	Mac OS® X 10.7 (Lion®)
	Mac OS® X 10.8 (Mountain Lion®)
Processor	2.4GHz Intel processor (Core 2 Duo)
RAM	1GB
Internet	DSL or better
Bandwidth	700Kbps or more for simultaneous screen sharing, video and audio conferencing
Browser	Safari™ 3.0 or newer
	Mozilla® Firefox® 4.0 or newer
	Google Chrome™ 5.0 or newer
Additional software	JavaScript™
iOS	:00 F
Operating system	iOS 5 or newer
Device	iPad® 1 or newer
	iPhone® 3GS or newer
	iPod® Touch (3rd generation) or newer
Internet	WiFi recommended for VoIP
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Webinar Agenda

OVERVIEW

Take roll: Roll call starts at 3:30 PM, and a second roll call will occur when the webinar/teleconference finishes for districts that missed the first roll.

Aran Felix, EED, Kim Sherman, DRA and Dan Farley, DRA will use the ak.k12test.com site as an organizer for the webinar, showing key pieces of the online training, data entry, and monitoring system while highlighting key dates and important tasks.

https://ak.k12test.com/

TAB: Home and Tabs

- Discrepancy Log (vs. Training Updates)
- Training
- Proficiency
- Materials
- Data Entry
- Reports
- New Mentor
- Admin
- Help/Settings
- Additional Reminders

TRAINING

- Important Dates Calendar Located on https://ak.k12test.com/, Training Tab, Calendar of Events
- **January 15, 2014** Large Print Alternate Assessments were mailed from DRA to DTCs. Check with DTC to receive those tests. This year, there were no requests for Brailled tests
- Make sure all eligible students receive alternate assessments (Mentors to assist in this process).
- **January 24, 2014– Practice Window closes.** Do not enter real student demographic information prior to January 27, 2014! DRA erases all student demographic and score data that was input during the practice window
- **January 24, 2014– Secure Tests are available online.** All users who have reached Qualified Assessor or Qualified Trainer may access the Secure Tests on the ak.k12test.com site. Tests **may not be administered** to students prior to Monday, January 27, 2014, 8:00 AM.

- **January 27, 2014, 8:00 AM AKAA Test Window Opens -** QAs may begin to enter their student demographics and begin administering tests and entering student scores. No three-week window for downloading and printing tests is offered, as the test window has been extended from six to 10 weeks
- **February 17, 2014** The date by which Assessors should have completed entering their student caseload into the online assessment system to enable Mentors (and DTCs) to track progress
- **February 18, 2014** –District Passwords will be sent to QTs for access to secure Reporting Website (akreports.k12test.com)
- April 4, 2014 Alternate Assessment Test Window Closes, 6:00 PM
- **April 30, 2014 –** Last day to submit Consequential Validity Survey
- **May 16, 2014** Reporting website opens for DTCs and Mentors. You should have received a new logon/password prior to this date.
- **Review Administration rules** –all students must start with standard items following 3x3 rule. Review ELOS rules. (Location: Training Tab: Test Administration and Rules)
- Test Security Agreements (TSAs) for QAs need to be initialed, signed and on file with DTC. EED does not need copies of your protégé/Assessors' TSAs (Location on test website: Training Tab, scroll down to Test Security)

TAB: Training Tab

- Important Dates (Calendar of Important Dates)
- Test Security Agreement
- Administration Rules for ELOS

MATERIALS

- **Secure Tests** Remember that only Qualified Assessors and Qualified Mentor-Trainers may access secure tests. Mentor responsibilities:
 - Mentors please nudge your Assessors-in-Training and returning QAs to move forward with completing online training and proficiencies if they have not finished. Remind them: training modules BEFORE proficiency tests
 - Mentors MUST change their <u>new</u> protégé's status in online system when all requirements are met (from Assessors-in-training to Qualified Assessors)
 - Certificates are issued online. Each user has access to his or her own certificate. Certificates are located under Help/Settings Tab in the online assessment system

TAB: Materials

- Secure Tests: Standard Administration
 - a. Available for Mentors on January 24, 2014.
 - b. Do not distribute until January 27, 2014.
 - c. General Instructions Page
 - d. Accommodations Pages
 - e. All questions/scripts are on the description page, except for Reading Passages (to eliminate flipping between Directions page and Scoring Page).
 - f. Materials Preparation Guide a complete listing of all classroom materials that may be required for each test subject and grade band.
- Secure Tests: ELOS
 - a. Bundled into grade bands (3/4, 5/6, 7/8, and 9/10)
 - b. Reading, Writing, Mathematics, grades 3 10
 - c. Science, grades 4, 8, and 10
 - d. Same format as last year: Each test contains just three tasks of five items each. Administer all fifteen items. All items in each grade are aligned to the Early Entry Points to the Extended Grade Level Expectations.

DATA ENTRY

- **April 4, 2014, 6:00 PM Test Window Closes** -system closes, invalid tests if scores not entered by that time.
- **Shredding Tests** After the testing window closes, shred **all** scoring protocols and student materials per Test Security Agreement

TAB: Data Entry

- January 24, 2014: DRA will wipe practice student demographic and practice score entries from the system. Secure Test materials available for download
- January 27, 2014: System opens for QAs to input student demographic data
- By February 17, 2014: QAs should have completed entry of all students' demographic data for their students who will participate in the Alaska Alternate Assessment.
- Student Setup
 - Enter the correct grade for student links to correct assessment menus and AYP grade-banding.
 - o Add
 - o Edit
 - Delete
- Enter Scores
 - Data Entry Status
 - "Save, still entering data"
 - "Done, submit to EED"

- o Reading, Writing, Mathematics (grades 3 10), Science (only 4, 8, 10)
 - (SUBJECT) Tested
 - IEP Change
 - Late Entry
 - Suspension
 - Other (18 characters)
- Enter scores (subject)
- Reasons assessment not administered (see 'Reasons Not Tested' section of AK AA training site for definitions).
 - o **MUST ENTER** either scores or reason not administered for each eligible subject area.
- When all of the assessment scores for a student (or reason not tested) are entered, choose 'Done, Submit to EED' in the Data Entry Status drop down menu. This will upload the student's scores to DRA/EED for AYP.
 - UNTIL this is done, it is as though the student was not tested.
 - o MUST be done by 6:00 PM, April 4, 2014.

REPORTS

Individual Student Reports

- Unofficial Student Reports
 - Scores are in percentages and do not show proficiency levels (Advanced, Proficient, etc.).
 - o All scores (standard and ELOS) shown.
 - o Available until June 15, 2014.
 - The training site will be closed between June 16 and September 1, 2014 for programming changes.

TAB: Reports

- Unofficial reports, available immediately through June 15, 2014.
 - o Choose "Save Data" at end of each subject area score entry page.
 - Unofficial Report will available only after Assessor has chosen "Done, Submit to EED."
- See Materials for document that clarifies the differences between Official and Unofficial Student Reports, as well as Guides to Test Interpretations for Parents and Educators.

• Official Student Reports

Reporting Website for DTCs and Mentors

- February 18, 2014 QTs will receive logon passwords to access the secure reporting site (the calendar lists February 25, but the date has been moved forward)
- May 16, 2014 reports uploaded to online reporting system for DTC and QT access at: http://akreports.k12test.com/

- District prints reports:
 - One copy to Parents with Guide to Test Interpretation, one copy to teachers for review and file in the student's file.
 - These reports show Proficiency Levels in the content areas (RWM and Science in grades 4, 8, 10).
 - Strand sub-scores are also shown. ELOS scores are not broken out in detail, see Unofficial report for details.

VIEW: akreports.k12tst.com site

- Official reports available to districts on May 16, 2014. District Test Coordinators and Qualified Mentor-Trainers have access to the online Reporting Website at https://akreports.k12test.com/
- Finding Reports: Sorted by School, then Student Name
- Test Interpretation Guides, located on Reporting site, also on ak.k12test.com site. These will be updated on February 3, 2014

NEW MENTORS

This tab was developed as a self-study support for Qualified Assessors in reaching Qualified Mentor-Trainer status. It may also serve as back-up support for veteran QTs in the tools and responsibilities available to them.

The topics are:

- Training Protégés
- Testing Students
- Student Outcomes
- Monitoring Assessors

TAB: New Mentor

- Training tab for Qualified Assessors seeking to reach Qualified Mentor-Trainer status.
- Replaces the three-day face-to-face training formerly offered in October.
- On-going support for new and veteran QTs.

ADMINISTRATORS (monitoring Protégés)

• **Tracking Protégés**: It is the responsibility of Mentors to track their protégés to ensure they are completing their training and proficiency exams; have entered their student caseload; are testing and entering student scores; and save/submit data by the close of the test window. Online reports have been developed to facilitate this process.

TAB: Admin

- Upgrade User Accounts
 - Track AIT progress on proficiency tests
 - Upgrade AIT to QA status
 - Reset AIT proficiency test attempts
- Data Entry Status
 - o Percent of eligible students who have been tested
 - February 17, 2014 demographic data entry goal is imperative to track entry status
 - Email your QAs to encourage data entry and testing / score entry
 - Note the data entry status of AA DRA Test, QT: Total students in each Subject area: 1. Only 1 Reading test entered. On April 1, 2014 Mentors should email their QAs who have significant percent of scores remaining to be entered.
 - Assessment Plan column: From Assessor demographic entered, asked if the Assessor has students on his or her caseload who would require testing in the AA
- Printing AK AA Certificate
- Website Reports (Document descriptions on Materials Tab > Support Documents
 - > "AKAA Website Rpt Guidance.pdf"
 - User Contact
 - User Status History
 - User training
 - User Proficiency Overview
 - User Data Entry
 - Using online reports under ADMIN tab, make sure your protégés are entering student scores and submitting them in a timely manner.

HELP/SETTINGS

Contact Information for Helpdesk, AK EED website, and Frequently Asked Questions (a searchable data base)

Assessors access this tab to print their AK AA certificate, update their personal information (Name change, new school or district, change of email address, etc.)

Assessor/Mentor Survey

- The Survey of Consequential Validity is for all Qualified Assessors and Mentors
- Survey open during test window and for a couple of weeks after window closes: January 24, 2014 April 30, 2014
- Link to the Qualtrix survey will be made available on the ak.k12test.com website and EED website. Take the survey AFTER administering an assessment if you also function as an Assessor.
- If you are a Mentor and cannot answer student questions, answer what is applicable. Check N/A if a question is not applicable.
- April 30, 2014 final date to provide feedback and participate in the Survey of Consequential Validity. Periodic reminder emails will be sent out.
- New questions have been added to gather your responses to new issues, but many questions are the same so we can track changes over time. It will take approximately 5 to 10 minutes to complete.

Remember:

- Alternate Assessment window closes on April 4, 2014 at 6:00 PM. All student scores must be input and status changed to 'Done, Submit to EED' by this time.
- Problems? Help Desk is open. Call Sevrina Tindal, 1-800-838-3163, or email: sevrina@dillardresearchassociates.com
- Final roll call of districts who signed in after 3:30 PM

New Alternate Assessments
Updates and
Essential Elements - The New
Standards for Students with
Significant Cognitive Disabilities

Mentor Webinar, March 26, 2014 Aran Felix, Alternate Assessment, EED



Reminders from fall Mentor 2013 training:

- Alaska is a member of a multi-state consortium, Dynamic Learning Maps (DLM) with the purpose to develop new alternate assessments for SWSCD
- DLM along with the member states have also developed new standards for SWSCD that are linked to the Alaska Standards in reading, writing, math
- DLM has developed self-directed and professional development modules



Timeline - New Assessments

- 1. Fall 2014 Instructionally Embedded (IE) Assessments
- Spring 2015 Year End (YE)
 Assessments (administer within 6 week test window)
- 3. Grades 3-10 (grade 10 not 11 per SBOE)
- 4. Content areas of reading, writing, mathematic



Field Tests

- Spring 2014 3 sets of DLM Field Tests
- Recruiting for Field Test 3
- May 1 end of school year
- April 9 last day to volunteer
- To volunteer contact DTC
- DLM: 1-855-277-975, dlm@ku.edu



How will we get everyone trained?

- · AA Mentors will oversee training
- · Online training for teachers will be available
- DRA will continue to assist EED in training mentors to administer new assessments
- DRA will continue to deliver the science assessments and training will be on DRA website
- Two webinars for AA mentors spring 2014
- CHANGE: Annual Mentor Training -Oct. 6-7
- Assessor training begins fall 2014



Two types of online training

- Instructional Implications -Start now
 - Self directed Modules (Handout 1)
 - Professional Development Modules for Mentors
 - http://dynamiclearningmaps.org/unc/ modules.html
- Test Administration Next fall
 - KITE Online System
 - Educator Portal
 - User Guide for Teachers (Field Test 3 version)
 - http://dynamiclearningmaps.org/pic/fit/http://

TO DO NOW

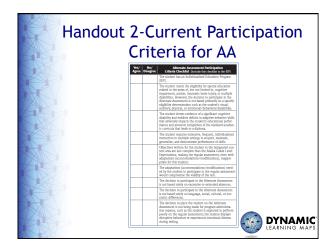
- Learn about AK-DLM Essential Elements
- http://education.alaska.gov/tls/ assessment/alternateEE.html
- Begin instructing your students using the Essential Elements
- Write IEP Goals using Essential Elements
- Begin reviewing self-directed modules
 - Today's Webinar: DLM Essential Elements
 - Next Webinar, April 30: IEPs Based on DLM Essential Elements



IEP Based on AK-DLM Essential Elements (EEs)

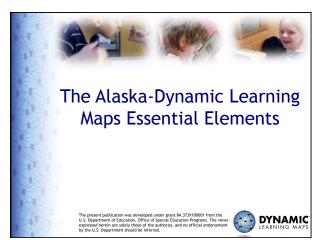
- http://dynamiclearningmaps.org/ unc/facilitated/iep/index.html
- New Participation Criteria beginning Fall 2014
 - Significant Cognitive Disability
 - Instruction using AK-DLM EEs
 - Extensive direct instruction & substantial supports











The AK-Dynamic Learning Maps (DLM) Essential Elements are specific statements of content and skills, linked to the Alaska standards to provide a bridge for students with significant cognitive disabilities to achieve grade-differentiated expectations.



Comparison: Alaska Standard to Essential Element

For example, at the 3rd grade level of the English Language Arts Alaska Standards, the 5th Reading/Literature standard reads.

"Refer to parts of stories, dramas, poems when writing or speaking about a text, using terms such as chapter, scene, stanza, describe how each successive part builds on earlier sections."

The team of educators and content experts working on the DLM project identified the Essential Elements of the standard as:

"Determine the beginning, middle, and end of a familiar story with a logical order."



Handout 4

- Review selected Mathematics
 Essential Elements from K though HS to determine links to the related AK grade-level standards.
- Note the reduction in breadth and complexity in the Essential Element while retaining the core of the standard.





Handout 5

 Analyze student and teacher interaction and behaviors during a writing activity.



Developing the DLM Essential Elements

- Review of resource materials and preparatory webinars
- On-site working meetings with state representatives
- Content and population expert review of onsite work
- Stakeholder review and feedback on draft documents
- Review of feedback (webinars, emails and conference calls)
- Alignment to Learning Maps



Dynamic Learning Maps Essential Element: Design Decisions

- · Focus on student learning.
- Create <u>comparable expectations</u> for students with significant cognitive disabilities.
- Use <u>performance terms</u> to describe what students should know and be able to do.
- Insure that final elements are measurable and observable.



AK-DLM Essential Elements: Design Priorities

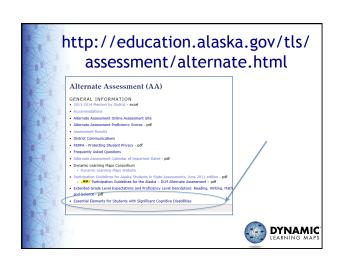
- Define essential differences from grade to grade in:
 - o cognitive demand
 - o content knowledge
 - o skills-based expectations
- Identify the key elements essential for each grade level
 - Not necessarily a one-to-one relationship with the Alaska State Standards
- Align Essential Elements across and between grades.

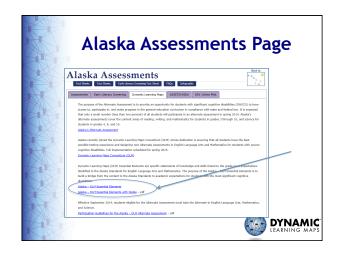


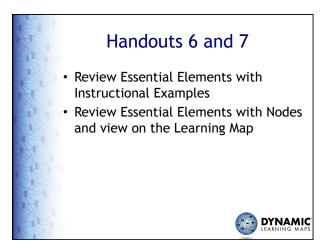
What EEs Are and Are Not Are Not: Linked to Alaska grade Downward extension to level standards pre-K Statements of content Statements of and skills that provide a bridge for SWSCD to functional skills Not curriculum or achieve differentiated learning progressions expectations Not IEP goals or benchmarks Provide challenge and rigor appropriate for SWSCD Do not define what is

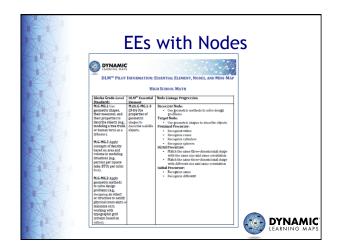
taught or how it should be taught

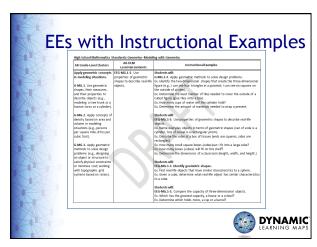
DYNAMIC











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